

Background and Application Instructions for the Office Assistant Position

5/13/10

This is to provide a summary on the background behind the hiring for this position and to issue a standard set of application instructions to all interested individuals.

The individual or individuals selected for this position will compliment a 2-person front office/bookkeeping operation that supports all Town operating units and departments including the Town Council, Town Manager, Police Chief, Director of Public Utilities and various committees and boards. The Office Assistant will be responsible for front desk operations (receptionist/intake, phones, payments and customer service) and a variety of clerical tasks on a scheduled basis. This employee must be able to screen and direct incoming traffic as appropriate.

The position is classified as part-time and the employee will be expected to be available to work 8-5 M-F. Work hours would generally be scheduled in advance and are anticipated to include at least 7 hours/week (9-5) depending on the needs of the Town and resources available at the time. However, the employee would be expected to be available to work when other employees are absent due to illness, vacation, or any other reason such as job vacancies.

There are no health insurance, vacation/holiday leave time or retirement plan benefits available for this position. The FY10 pay rate is approximately \$10.97/hr but the hiring rate will depend upon the qualifications of the individual or individuals selected.

The Town will give preference to applicants that have reasonably good clerical, computer and front counter skills and experience. Possession of good people skills will be required.

A job description for this position is attached. The advertisement is as follows:

OFFICE ASSISTANT

The Town of Amherst is accepting applications for part-time Office Assistant to perform front desk and clerical duties at the Town Hall. Information on the Town, this position and application procedures (including the required application form) can be found at ***www.amherstva.gov***. EOE

Applicants are to fill out a Town of Amherst application form which is available online at www.amherstva.gov and return it to the Town Hall at P.O. Box 180; Amherst, VA 24521. A resume will not be considered an acceptable substitute for this application.

Applications will be reviewed on the basis of apparent qualifications. Unqualified individuals will not be considered. **General inquiries by the applicant via telephone or in person are discouraged.**

The position will be considered open until filled and it is expected, but not guaranteed, that screening interviews will be scheduled on June 14.

Applicants will be subject to background investigation and drug testing prior to hire.

JOB TITLE: Office Assistant
STATUS: Non-exempt; Classified part-time
SCHEDULE: Flexible, generally 9-5 M-F

GENERAL STATEMENT OF DUTIES

General clerical, receptionist and cashier activities.

DISTINGUISHING FEATURES OF THE CLASS

Position fulfills the above described duties on an as-needed basis under the supervision of the Office Manager. Provides a variety of routine clerical and administrated work necessary for the proper operation of the Town government.

EXAMPLES OF WORK

Maintains accounting and bookkeeping records.

Prepares correspondence, types reports, maintains filing system, and other clerical duties.

Assists in the preparation and issuance of utility and tax bills.

Receives monies for utility and tax bills.

Answers questions of the public in person, via telephone and in writing. Communicates official policies to staff and the general public.

Coordinates the preparation of correspondence for various Town officers; make reservations and travel arrangements for meetings, seminars and conventions.

Prepares surveys and reports as directed. Perform other duties as required by supervisor or Town Manager.

Maintain harmony among workers and resolve grievances. Assist co-workers in performing duties.

QUALIFICATIONS

Must have good knowledge of the principles of modern public administration; office practices and procedures; modern records management techniques, including legal requirements for recording, retention, and disclosure. Requires good written and verbal communications skills, tact, and courtesy and ability to work with co-workers, citizens and government agencies. Must be a high school graduate with supplemental coursework in the clerical arts, bookkeeping/accounting, public administration or related fields, or any combination of experience and education which ensures comparable knowledge, skills and abilities, plus a minimum of two years of relevant experience. Must be able to operate personal computer, including financial, word processing and spreadsheet packages, and other office equipment. Possession and maintenance of a driver's license is a condition of employment.